UNITED NATIONS **ST**

Secretariat

ST/IC/1998/43
1 June 1998

INFORMATION CIRCULAR*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: SPECIAL ARRANGEMENTS FOR ADMISSION TO THE PREMISES, PARKING AND CATERING FACILITIES DURING THE TWENTIETH SPECIAL SESSION OF THE GENERAL ASSEMBLY

1. The purpose of the present information circular is to inform staff members and other authorized personnel of the special arrangements that will be in effect at Headquarters regarding admission to the United Nations premises, parking and catering facilities during the twentieth special session of the General Assembly, scheduled from Monday, 8 June, to Wednesday, 10 June 1998.

Closure of the United Nations buildings and First Avenue to the public

2. On the occasion of the twentieth special session of the General Assembly, approximately 35 Heads of State and Government are expected to visit the United Nations. For security considerations, the United Nations buildings will be closed to the public from 3 p.m. on Saturday, 6 June, to 5 p.m. on Wednesday, 10 June 1998. All guided tours will be suspended. Individuals holding the following types of passes will not be given access to the Headquarters buildings during this period: temporary, courtesy, retiree, outside messenger, temporary media, recreational club, guest or library identification cards. All appointments and meetings during this period should be scheduled bearing this in mind. As access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard. Guests on official appointments should be escorted by staff members at all times while on the premises.

3. In addition, the local authorities will close the section of First Avenue in front of the United Nations starting at 9 a.m. on Monday, 8 June 1998.

* Expiration date of the present information circular: 30 June 1998.

Access to and within the Headquarters buildings

4. Staff members and other authorized personnel will be admitted to the United Nations premises only upon presentation of a valid United Nations Headquarters grounds pass. Arrangements have been made with local police authorities to permit staff members and other authorized personnel to cross First Avenue at 42nd Street. To avoid delays, it is advisable that all personnel arrive at this crossing point well before 8.30 a.m., especially on 8 June 1998. Staff members may also cross First Avenue at 49th Street, walk to the checkpoint at the north-east corner of 48th Street and First Avenue and enter the building via the garage entrance at 48th Street. United Nations Security Officers will be posted at those designated crossing points to assist the police authorities in identifying staff members and other personnel. Details concerning street checkpoints and pedestrian access are set out in the annex to the present circular.

5. During the twentieth special session, the restricted areas will be the General Assembly Hall, the second, third and fourth balconies of the General Assembly Hall, and all of the second floor of the Conference Building. Special passes will be required for staff members and other personnel who have official duties in the restricted areas. The names of personnel who require special restricted-area passes must be submitted to the Chief of the Security and Safety Service by the Executive Officers of all departments by Thursday, 4 June 1998. Only staff members and other personnel with valid United Nations grounds passes having specific assignments within the restricted areas will be granted special restricted-area passes or permitted in those areas.

Parking

6. The United Nations garage will be closed to all authorized users from 1 a.m. on Sunday, 7 June, until 4 a.m. on Monday, 8 June, and all vehicles must be removed from the garage before 3 p.m. on Saturday, 6 June 1998. Any remaining vehicles will be towed at the owner's expense. The host Government has agreed to provide alternate parking locations for staff members required to work during this period. Commencing at midnight on Saturday, 6 June, to 4 a.m. on Monday, 8 June 1998, staff members will be permitted to park between 34th and 40th Streets, on both sides of First Avenue. Any staff member required to work during this time and intending to use an alternate parking location should display a United Nations special parking decal. The decal must be displayed prominently on the vehicle's dashboard when parked at the special locations. Staff may obtain decals from the Garage Administration (room CB-21) or the Security and Safety Service (room S-101).

7. The garage will reopen at 4 a.m. on Monday, 23 June, for access by staff members in possession of valid parking permits. In the light of the special traffic patterns and mandatory vehicle searches, staff members are advised to arrive before 8 a.m., especially on 8 June, in order to minimize delays in entering the United Nations garage. Parking will be allowed only in some areas of the second level and on the third level. Vehicular traffic will be required to enter the garage at the 48th Street entrance from the FDR Drive and exit through 42nd Street using the south drive. As indicated in information circular ST/IC/1996/53 of 20 August 1996, all vehicles entering the premises are subject

to search. It should be noted that there will be occasions when access to the Headquarters area may be delayed by the law enforcement personnel of the host Government. In view of the limited access to the United Nations premises during the twentieth special session and expected traffic delays, staff members are requested to use public transportation whenever possible.

8. All vehicles entering the premises are subject to search.

Catering facilities

9. As it is anticipated that a very large number of security, support and other staff accompanying Heads of State and Government will be on the premises and using the catering facilities at the United Nations, to the extent possible, those facilities will be expanded to accommodate them. In addition, during this period, the hours of operation for some catering facilities normally used by staff will change. Hours for the following facilities will be in effect from 8 to 10 June 1998:

Cafeteria (Secretariat Building - first floor)

Monday (8 June)	7 a.m.-8.30 p.m.
Tuesday and Wednesday (9 and 10 June)	8 a.m.-8.30 p.m.

UNCA Club (Secretariat Building - third floor)

Monday (8 June)	9 a.m.-4.30 p.m.

Staff Café (Conference Building - fourth floor)

Monday to Wednesday (8 to 10 June)	12 noon-3 p.m.

UNDC-1 Cafeteria - (third floor)

Monday to Wednesday (8 to 10 June)	8 a.m.-6 p.m.

Viennese Cafe - (General Assembly Building first basement)

Monday (8 June)	8.00 a.m.-6 p.m.
Tuesday and Wednesday (9 and 10 June)	8.30 a.m.-6 p.m.

Coffee Shop - (visitors area - first basement)

Saturday to Wednesday (6 to 10 June)	8.30 a.m.-4.30 p.m.

10. From Monday to Wednesday, 8 to 10 June 1998, the Delegates' Dining Room will be open from 11.30 a.m. to 2.30 p.m.; the North Lounge Snack Bar from 10 a.m. to 5 p.m.; the North Lounge Bar from 11 a.m. to 8 p.m.; and the South Lounge Bar from 11 a.m. to 7.30 p.m.

Annex

SPECIAL SESSION OF THE GENERAL ASSEMBLY, 8-10 JUNE 1998

A. Street checkpoints and pedestrian access

Street checkpoint	Access for:	Entry gate	Building entrance	Duration	Restrictions
42nd Street (west of First Ave.)	Delegates and staff and resident correspondents (no equipment)	42nd Street gate	Library tunnel	7 a.m. to 7 p.m.	Must have valid United Nations ID. May close for motorcade movements.
45th Street (west of First Ave.)	Heads of State and Heads of Government	46th Street visitors' gate	Delegates' entrance	8 a.m. until conclusion of the meeting on 8 June 1998	Must have valid United Nations ID. May close for motorcade departures.
	Heads of delegations and other delegates	46th Street visitors' gate	Visitors' entrance (Canadian doors)		
48th Street (east of First Ave.)	Delegates	46th Street visitors' gate	Visitors' entrance (Canadian doors)	8 a.m. until conclusion of the meeting on 8 June 1998	Must have valid United Nations ID.
		or			
		48th Street garage entrance	Stairway No. 6	24 hours	
	Staff	48th Street garage entrance or 46th Street visitors' entrance	Stairway No. 6	24 hours	Must have valid United Nations ID.
	Press and non-governmental organizations	46th Street visitors' gate	As directed	5.30 a.m. until conclusion of the meeting on 8 June 1998	Must have valid United Nations ID.

B. Vehicular access

Entry points	Access for:	Building entrance	Duration	Restrictions
43rd Street vehicular entrance	Heads of State, Heads of Government and high-risk motorcades	Delegates' entrance	24 hours	Escorted motorcades only. All passengers must have valid United Nations ID.
46th Street drop-off	Heads of delegation and other VIPs (not part of Heads of State/Government motorcades)	Visitors' entrance (Canadian doors)	8 a.m. until conclusion of the meeting on 8 June	All passengers must have valid United Nations ID. All vehicles must have valid United Nations decals.
48th Street garage entrance	Any vehicle with valid United Nations parking permit and pre-authorized delivery trucks	Stairway No. 6	24 hours	All must have valid United Nations ID. Delivery trucks restricted to 4 to 6 a.m.

46th Street will be the route for unescorted vehicles. Must have a valid United Nations vehicle permit.